



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014-0200

SFIM-EU-MWR

MAR 31 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exceptional Family Member Program (EFMP) Family Travel

1. References:

a. DOD 1010.13-R, Overseas Assignment of Sponsors Who Have Children With Disabilities Who Are Space-Required Students in the Department of Defense Dependents Schools (DODDS), March 1992.

b. AR 608-75, Exceptional Family Member Program, 15 October 2002.

2. The well-being of families directly affects unit morale and readiness. The Exceptional Family Member Program (EFMP) helps meet the needs of servicemembers and civilian employees who have family members with special educational or medical needs. When families with exceptional family members (EFMs) plan to join their sponsor at an overseas duty station, they must be aware of the EFMP services at that location and the restrictions on family travel.

3. Commanders will use local resources, EFMP committees, and EFMP managers to determine how best to accommodate EFMs. Each week the 1st Personnel Command (1st PERSCOM) will send a roster to installation EFMP and housing managers to provide details on EFM requirements. Area support group (ASG) and senior tactical commanders will establish controls to ensure that personal information in EFMP documentation is protected from unauthorized disclosure (AR 608-75).

4. EFMP managers will notify commanders of significant medical needs in specific cases where required services are not available and when there is a need for them to know as determined by the United States Army Europe Regional Medical Command (ERMC) and the Department of Defense Dependents Schools (DODDS). The EFMP Family Travel Section, ERMC, will maintain a list of services available for EFMs and provide guidelines on family-travel authorization. General guidance is as follows:

a. Servicemembers.

(1) When a servicemember's family includes an EFM, family travel to the sponsor's overseas duty station will be authorized only if the EFM's medical needs can be met at that location. If authorized family travel, pinpoint assignments will be made to locations where DODDS and military medical departments have established programs and staff. This will ensure resources are used efficiently.

*This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.*

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(2) When a family with an EFM who has a potentially life-threatening medical condition is authorized to join the sponsor overseas, the family must live within 10 miles of a military medical facility.

(3) If the needs of an EFM change and cannot be met at the sponsor's current duty station, the EFMP Family Travel Section, ERMC, will work with 1st PERSCOM to determine whether the sponsor should be reassigned.

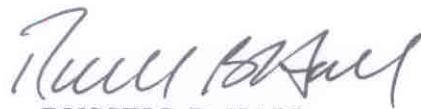
b. Civilian Employees. Civilian personnel advisory centers, in coordination with the ERMC and DODDS, must screen families of employees to identify EFMs.

(1) Civilian employees who have EFMs must be provided information on the availability of educational and medical services before being formally offered a position. This will enable them to make an informed decision before accepting a job offer.

(2) Civilian employees will be required to provide information on their EFMs to ensure a smooth transition for the family and to help DODDS and military medical departments provide the special educational and medical services required by law. This information will not affect the employee's selection for assignment.

5. ASG and senior tactical commanders will be notified when it appears that a servicemember or civilian employee who has an EFM circumvented the screening process. AR 608-75 provides guidance on sanctions in these cases. ERMC will notify commanders of these servicemembers by memorandum.

6. The POC is Ms. Skidmore, DSN 370-8916, or e-mail: skidmorem@ima-e.army.mil.



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